

---

## RECORDING FOSTER PARENT TRAINING: HOW TO ENTER A CFSA WORKSHOP

---

CREATION DATE: September 19, 2006

### Pointers to Remember:



- All training courses are created in FACES.NET for enrollment.
- Pre-Service trainings are classified as trainings needing to occur prior to a certain service taking place (i.e.: prior to becoming a foster parent). In-Service trainings are classified as trainings that occur after a certain service takes place to help maintain or enhance a skill (i.e.: after becoming a foster parent).
- According to the Best Practice Implementation Plan, Foster parents will receive a minimum of 15 hours of pre-service training.
- According to the Best Practice Implementation Plan, Adoptive parents will receive a minimum of 30 hours of training, excluding the orientation process.
- In addition to the 15 Pre-Service hours, mandatory In-Service training hours are required on an ongoing basis.

### Enter a CFSA Workshop

#### Steps Include:

**Step 1:** Place cursor over **Admin**, **Training**, and then **Workshop**.

**Step 2:** Click on **Search Workshop**.

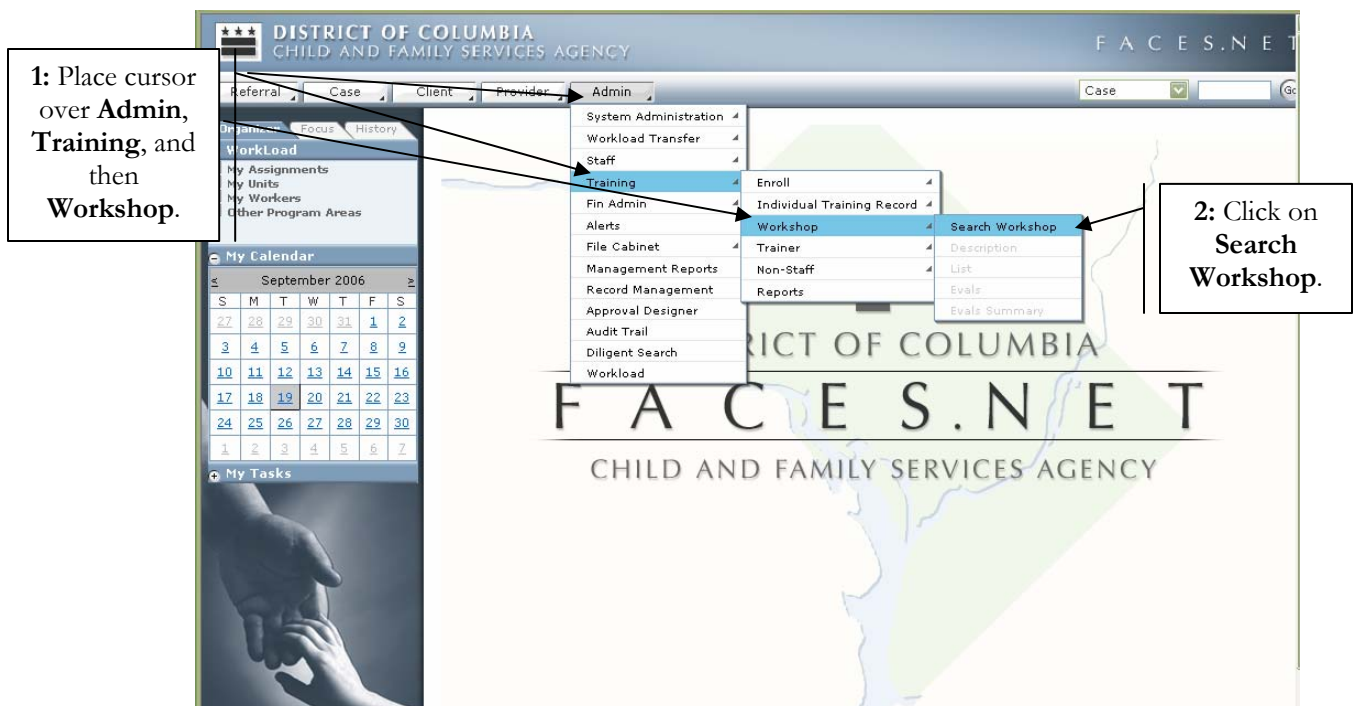


Figure 1

**Step 3:** To begin entering information for a new workshop, click **New**.



**Note:**

- If this is a workshop that has already been entered in the system, enter the workshop information in the **Workshop Search Criteria**, and then click on **Find** button to search for the existing workshop.
- If searching for exiting workshop by date, the **Start Date** of the workshop must be today's date or a past date.

**Figure 2**

**Step 4:** Click **Description** from the breadcrumbs list.

**Figure 3**

- Step 5:** Create a course **Title\*\*** for the workshop by typing in the name of the course. (If the course title already exists, you can select the course title from the **Title\*\*** pick list.
- Step 6:** Choose the **Type of Training\***: Pre-Service or In-Service. Pre-Service trainings are classified as trainings needing to occur prior to a certain service/licensure taking place. In-Service trainings are classified as trainings that occur after a certain service/licensure takes place to help maintain or enhance a skill.
- Step 7:** Select workshop **Category\*** from pick list.
- Step 8:** Complete the remainder of the **Workshop** tab, which includes checking the **Mandatory Workshop** box for mandatory courses, **Category**, **Required Materials**, etc.

5: Create course **Title\*\***.

6: Select **Type of Training\***.

7: Select **Category\***.

8: Complete the **Workshop** tab.

9: Click **Details** tab.

**Figure 4**

- Step 9:** Click on the **Details** tab.
- Step 10:** Enter the **Start Date\*** and the **End Date\*** of the workshop on the **Details** tab.
- Step 11:** Enter the **Start Time** and the **End Time** of the workshop on the **Details** tab.
- Step 12:** Enter the **Enroll cut off Date** of the workshop on the **Details** tab.
- Step 13:** Place a check in the **Licensure Credit** check box.
- Step 14:** Enter the total number of hours of training in the **Hours\*** field.
- Step 15:** Enter the total workshop capacity in the **Max Enrollment\*** field.
- Step 16:** Enter the **Trainer Name\*** by clicking on the **Find Trainer** button. This will open a search window, defaulting with the log-in persons name. Click on **Clear** to enter a different name selection.



**Note:**

- Previous workshops can be searched using the **Title\*\*** pick list from first title field. Workshop titles can also be used from the pick list for multiple occurring classes.
- Enter a new workshop title in the second **Title\*\*** field.
- Make sure to select the **Licensure Credit** check box; management reports will reflect the workshop as a licensed credentialed course.

**Step 17:** Enter the **Workshop Description**.

**Step 18:** Click on the **Location** tab to enter information regarding the workshop site.



**Note:**

- Complete the additional non mandatory fields on the **Details** tab as needed (i.e. **Enrollment cut off Date**, **To be Wait Listed**, **Workshop Description**, etc).

The screenshot shows the 'Training Workshop Description' form in the FACES.NET system. The form is divided into several tabs: 'WorkShop', 'Details', and 'Location'. The 'Details' tab is currently active. The form contains various fields for entering workshop information, including dates, times, and descriptive text. Numbered callouts (10-17) point to specific fields and actions:

- 10:** Enter **Start Date\*** and **End Date.\*** (points to the Start Date and End Date fields).
- 11:** Enter **Start Time** and **End Time.** (points to the Start Time and End Time fields).
- 12:** **Enroll cut off Date** (points to the Enroll cut off Date field).
- 13:** Check the **Licensure Credit** check (points to the Licensure Credit checkbox).
- 14:** Enter **Hours.\*** (points to the Hours field).
- 15:** Enter **Max Enrollment\*** (points to the Max Enrollment field).
- 16:** Select **Trainer Name.** (points to the Trainer Name field and the Find Trainer button).
- 17:** Enter **Workshop Description** (points to the Workshop Description text area).
- 17:** Click **Location** tab. (points to the Location tab).

The form also includes a calendar for the month of October 2006, a 'To be Wait Listed' field, an 'Expense Account Code' field, and a 'Special Workshop Eligibility Requirements' checkbox. The 'Workshop Description' field contains the text: 'BRIDE - 001 Workshop. This workshop will focus on developing the knowledge, skills, and ability of foster parents who provide direct care placements to children in the...'. The 'Trainer Name' field contains 'Glenn Hickman'.

**Figure 5**

**Step 18:** Enter the workshop contact phone number in the **Contact Phone No\*** field.

**Step 19:** Enter additional information on the **Location** tab (i.e. **Location, Facility Address/Distinguishing Characteristics of Facility, Facility Directions, Facility Food/Parking Information**, etc.).

**Step 20:** Click on the **Save** button to save the workshop information.

The screenshot shows the FACES.NET interface for the District of Columbia Child and Family Services Agency. The main menu includes Referral, Case, Client, Provider, and Admin. The Admin menu is expanded, showing Training and Workshop. The Workshop menu is further expanded, showing Search Workshop, Description, List, Evals, and Evals Summary. The Description tab is selected, and the Location sub-tab is active. The form contains several fields: Location (a dropdown menu), Other Location (a text field), Contact Phone No\* (a text field with the value (202) 434-0009), Extention (a text field), Facility Address/Distinguishing Characteristics of Facility (a text area), Facility Directions to Facility (a text area), and Facility Food/Parking Information (a text area). There are also buttons for Save and Cancel. Three callout boxes provide instructions: Box 18 points to the Contact Phone No\* field with the text '18: Enter the Contact Phone No\*.'; Box 19 points to the Location sub-tab with the text '19: Complete the other fields in the Location tab.'; and Box 20 points to the Save button with the text '20: Click on Save.'

**18:** Enter the Contact Phone No\*.

**19:** Complete the other fields in the Location tab.

**20:** Click on Save.

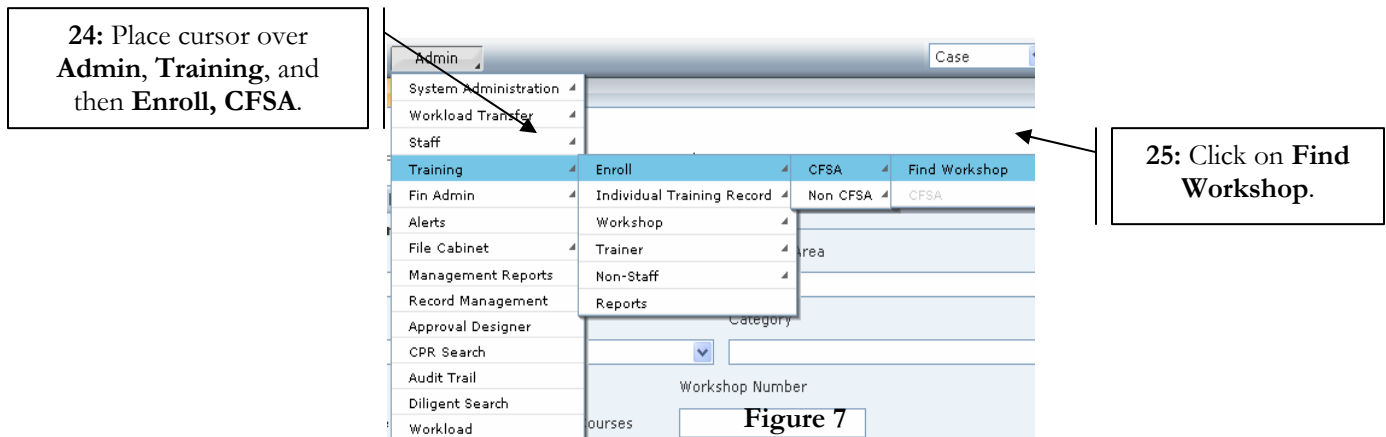
**Figure 6**

## Enroll CFSA Foster Parent(s)/Provider(s)

The following is a continuation of the above section, and details how to enroll CFSA foster parents/providers into CFSA workshops.

**Step 24:** Place cursor over **Admin, Training, Enroll, CFSA**.

**Step 25:** Click on **Find Workshop**.



**Step 26:** Enter information in the **Workshop Search Criteria** window.

**Step 27:** Click on **Find** to locate the workshop.

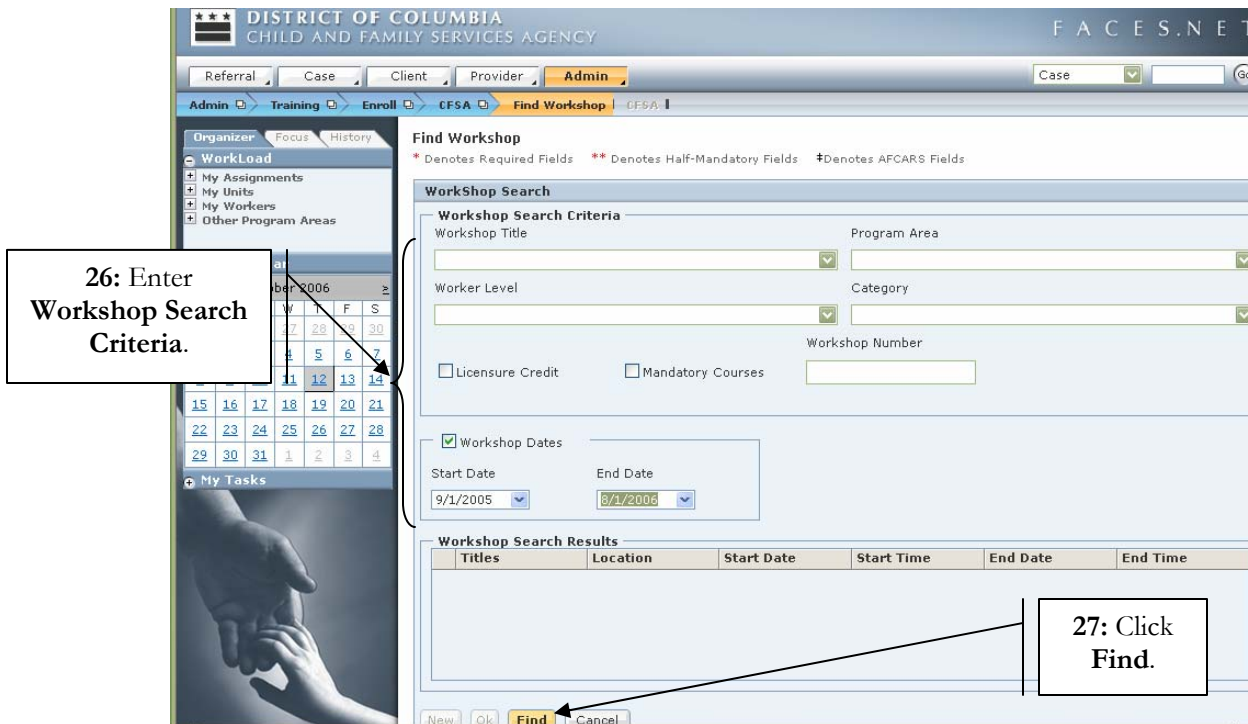


Figure 8

**Step 28:** Select the workshop in the **Workshop Search Results**.

**Step 29:** Click on **Ok**.

**28: Select Workshop.**

**29: Click Ok.**

Titles	Location	Start Date	Start Time	End Date	End Time
Finances using FACE	Prince George's Cou	11/03/2005		11/04/2005	
PRIDE - 001		09/01/2005		08/01/2006	

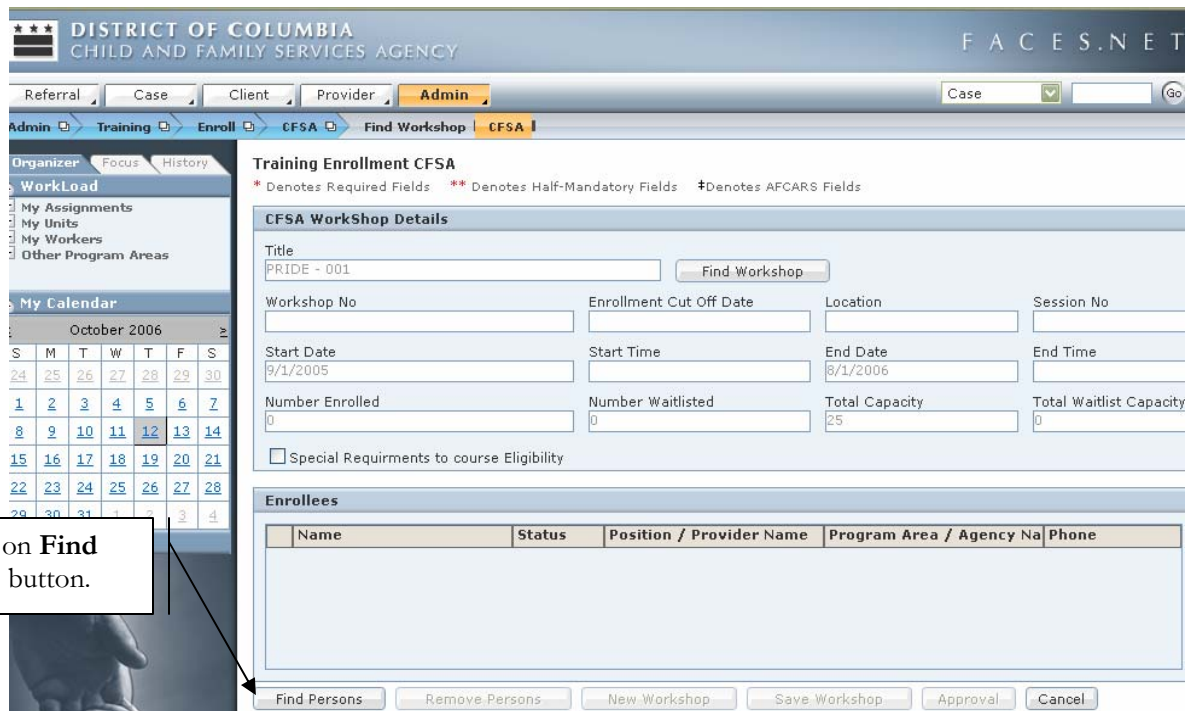
Figure 9

**Step 30:** Click on **CFSA** from breadcrumbs.

**30: Click CFSA.**

Figure 10

**Step 31:** Click on **Find Persons** from the **Training Enrollment CFSA** screen.



**Training Enrollment CFSA**

\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields #Denotes AFCARS Fields

**CFSA Workshop Details**

Title: PRIDE - 001 [Find Workshop]

Workshop No: [ ] Enrollment Cut Off Date: [ ] Location: [ ] Session No: [ ]

Start Date: 9/1/2005 Start Time: [ ] End Date: 8/1/2006 End Time: [ ]

Number Enrolled: 0 Number Waitlisted: 0 Total Capacity: 25 Total Waitlist Capacity: 0

☐ Special Requirements to course Eligibility

**Enrollees**

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone

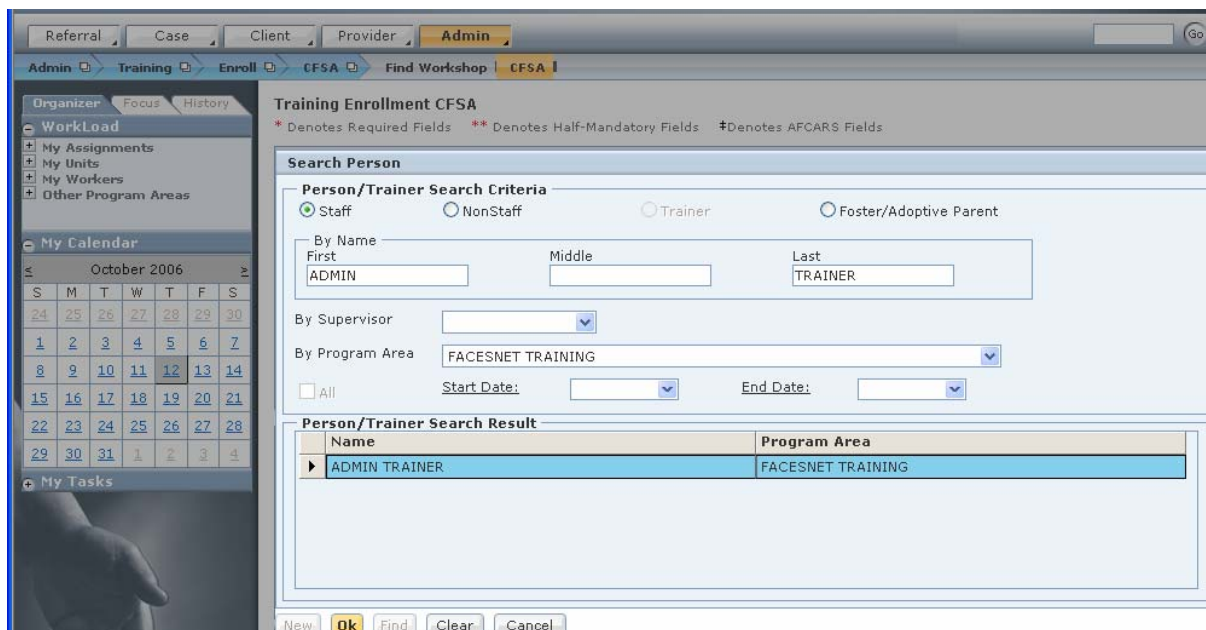
[Find Persons] [Remove Persons] [New Workshop] [Save Workshop] [Approval] [Cancel]

**Figure 11**



**Note:**

- The person logged into the computers name will automatically default in the **Search Person** window.
- In order to find the Foster/Adoptive parent for enrollment then be sure that the Foster/Adoptive parent exists in FACES.NET as a "Household Member" under the Provider screens.



**Training Enrollment CFSA**

\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields #Denotes AFCARS Fields

**Search Person**

Person/Trainer Search Criteria

☒ Staff ☐ NonStaff ☐ Trainer ☐ Foster/Adoptive Parent

By Name

First: ADMIN Middle: [ ] Last: TRAINER

By Supervisor: [ ]

By Program Area: FACESNET TRAINING

☐ All Start Date: [ ] End Date: [ ]

**Person/Trainer Search Result**

Name	Program Area
ADMIN TRAINER	FACESNET TRAINING

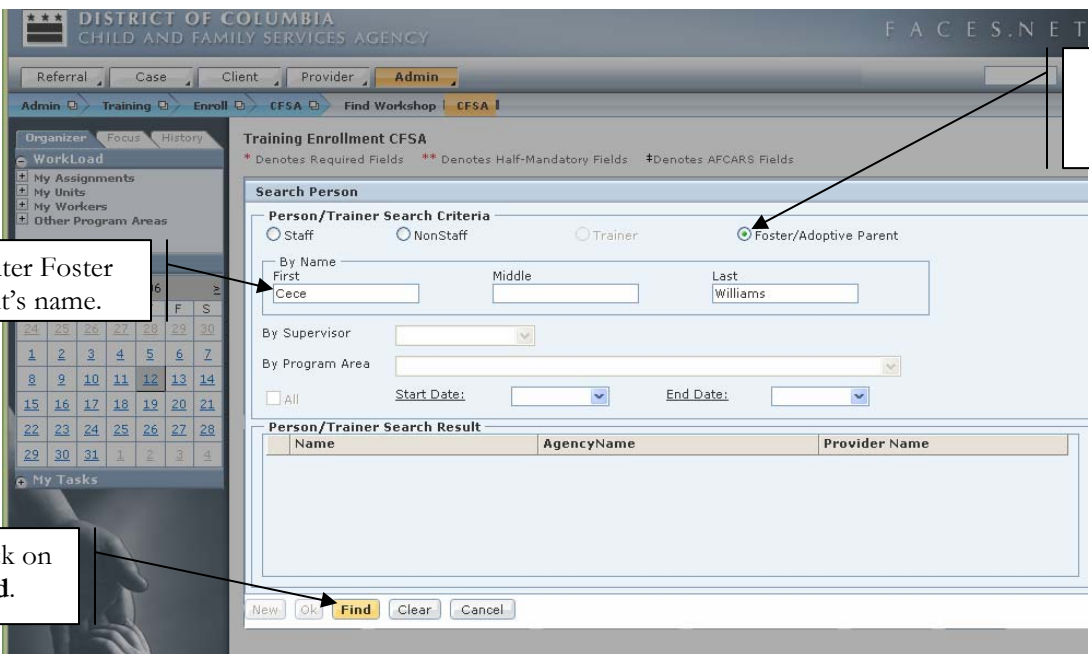
[New] [Ok] [Find] [Clear] [Cancel]

**Figure 12**

**Step 32:** Select **Foster/Adoptive Parent** radio button in the **Person/Trainer Search Criteria** window.

**Step 33:** Enter Foster/Adoptive Parent's name in the **Search Person** window.

**Step 34:** Click on the **Find** button to find the Foster Parent's name.



**33:** Select Foster/Adoptive Parent.

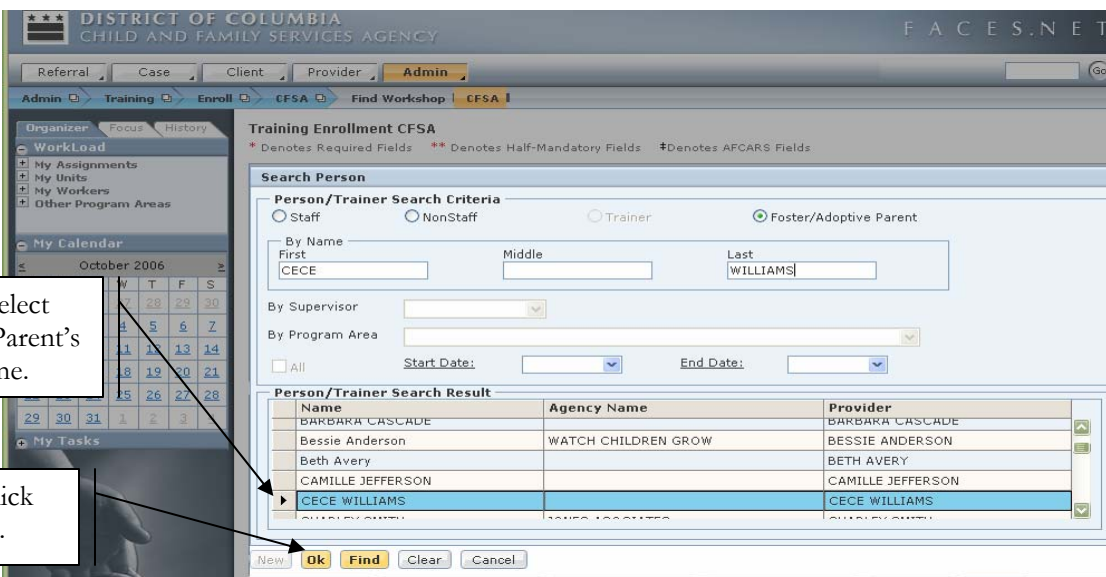
**34:** Enter Foster Parent's name.

**34:** Click on Find.

**Figure 13**

**Step 35:** Select Foster Parents name from **Person/Trainer Search Result** list.

**Step 36:** Click **Ok**.



**35:** Select Foster Parent's name.

**36:** Click Ok.

Figure 14



**Note:**

- After clicking **Ok**, the Foster Parent will show in the **Enrollees** list.
- If “**Foster or Adoptive Parent Training**” is selected when creating the workshop, then the enrollee will have the automatic status of “enrolled.” Reconciling on the **List** screen is required to change the status to “completed”.
- Continue adding trainees to the class list by clicking **Find Persons** and repeating steps 27 – 31.

**DISTRICT OF COLUMBIA**  
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider **Admin**

Admin Training Enroll CFSA Find Workshop CFSA

**Training Enrollment CFSA**  
\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields \* Denotes AFCARS Fields

**CFSA Workshop Details**

Title: PRIDE - 001 Find Workshop

Workshop No: Enrollment Cut Off Date: Location: Session No:

Start Date: 9/1/2005 Start Time: End Date: 8/1/2006 End Time:

Number Enrolled: 1 Number Waitlisted: 0 Total Capacity: 25 Total Waitlist Capacity: 0

☐ Special Requirments to course Eligibility

**Enrollees**

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone
CECE WILLIAMS	Enrolled		CECE WILLIAMS	(301)584-8575

Find Persons Remove Persons New Workshop Save Workshop Approval Cancel

Figure 15



## Reconciling a Workshop

### Points to Remember:

- In order for trainee to receive credit for completing a workshop, the status would need to be changed from “enrolled” to “completed”.

**Step 1:** Hold mouse over **Admin**, **Training**, and then **Workshop**.

**Step 2:** Click on **Search Workshop**.

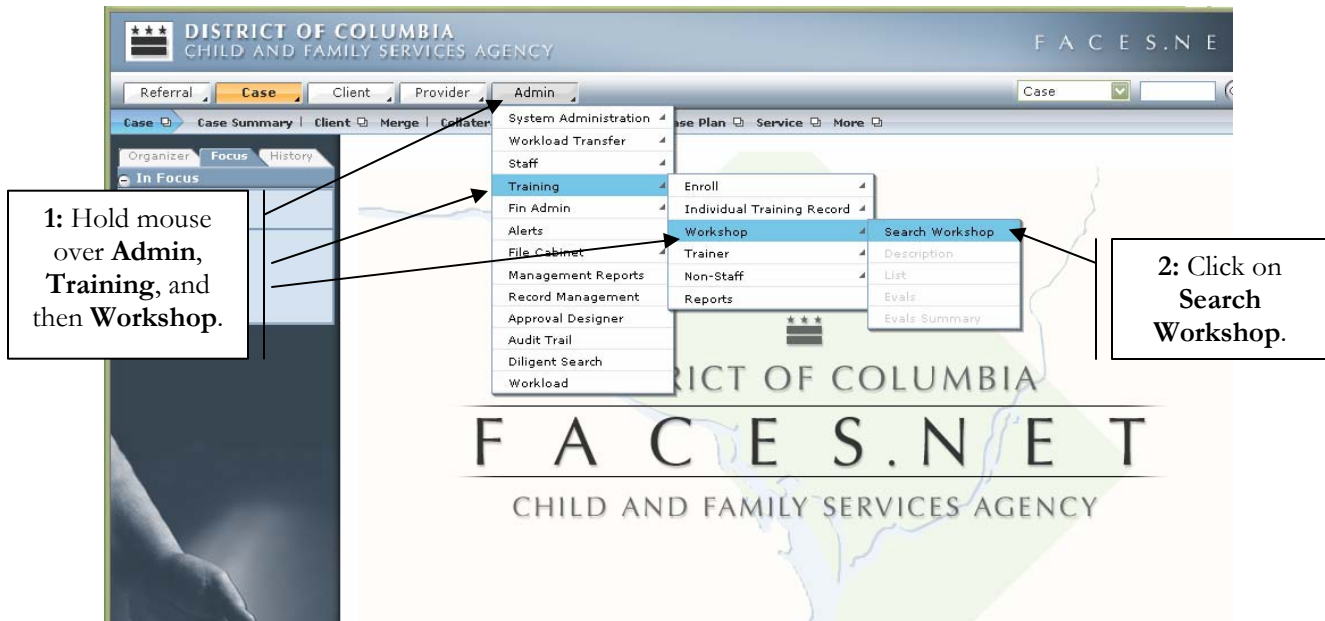


Figure 16

**Step 3:** Enter Workshop Search Criteria information to locate the workshop.

Step 4: Click Find.

**3: Enter Workshop Dates.**

**4: Click Find.**

Workshop Search Results						
Titles	Location	Start Date	Start Time	End Date	End Time	

Figure 17

Step 5: Select workshop from Workshop Search Results list.

Step 6: Click Ok.

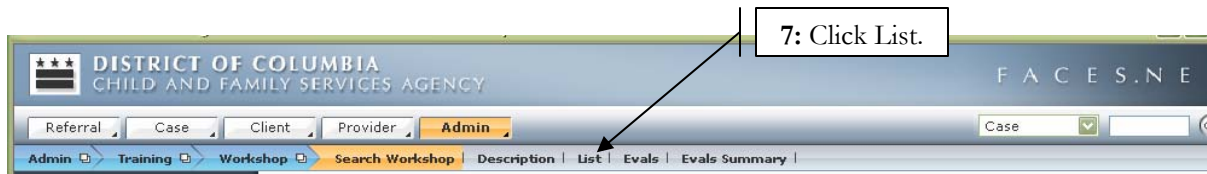
**5: Select Workshop.**

**6: Click Ok.**

Workshop Search Results						
Titles	Location	Start Date	Start Time	End Date	End Time	
Finances using FACE Prince George's Cou		11/03/2005		11/04/2005		
PRIDE - 001		09/01/2005		08/01/2006		

Figure 18

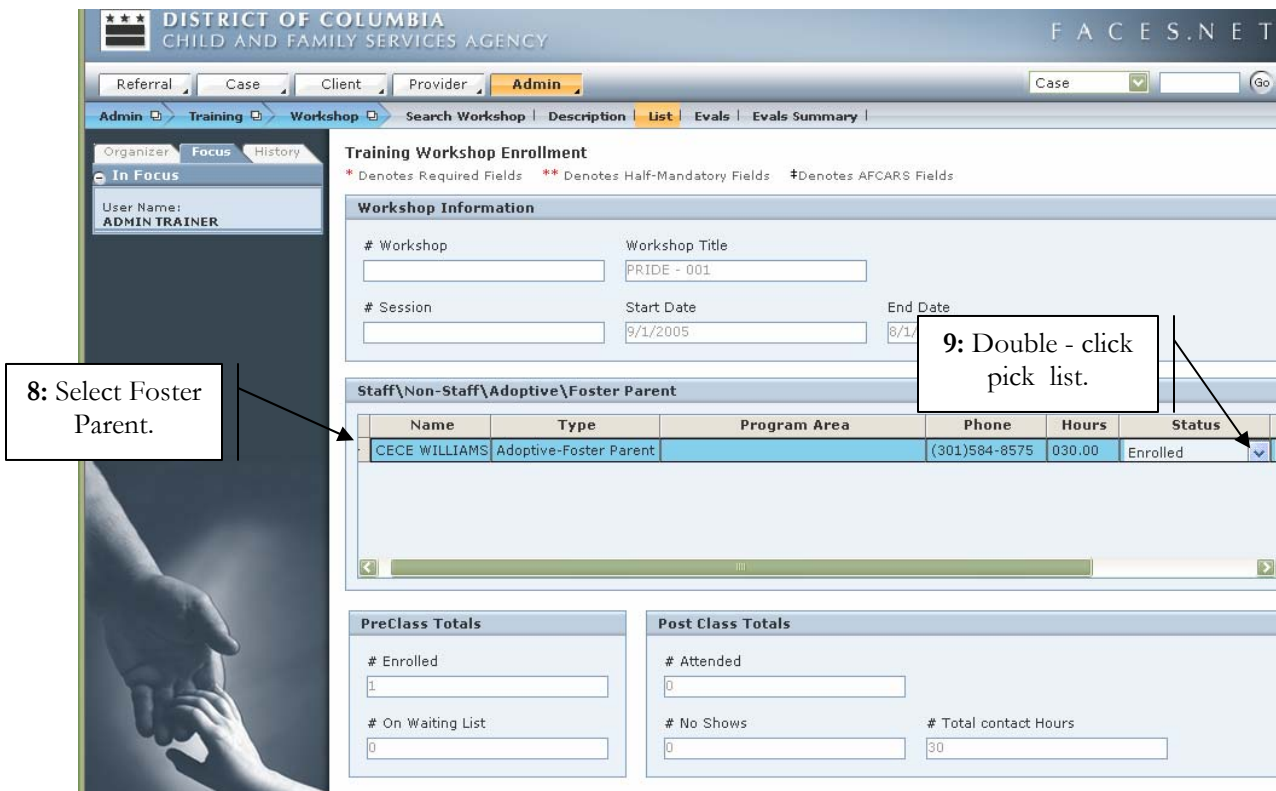
**Step 7:** Click on **List** from breadcrumbs.



**Figure 19**

**Step 8:** Select Foster Parent's name.

**Step 9:** In the **Status** field, double-click arrow to show pick list options.



**Figure 20**

**Step 10:** Change the Status from “Enrolled” to “Completed”.

The screenshot shows the FACES.NET interface for Training Workshop Enrollment. The user is logged in as ADMIN TRAINER. The form displays workshop information for PRIDE - 001, starting on 9/1/2005 and ending on 8/1/2006. A table lists staff members, with CECE WILLIAMS (Adoptive-Foster Parent) currently having a status of "Completed". A dropdown menu is open next to the status field, showing options: Completed, Deleted, Enrolled, Incomplete, No Show, Partially Waived, Waiting List, and Waived. A callout box points to the dropdown with the text: "10: Double - click pick list."

**Training Workshop Enrollment**  
 \* Denotes Required Fields \*\* Denotes Half-Mandatory Fields #Denotes AFCARS Fields

**Workshop Information**

# Workshop: [ ] Workshop Title: PRIDE - 001

# Session: [ ] Start Date: 9/1/2005 End Date: 8/1/2006

**Staff\Non-Staff\Adoptive\Foster Parent**

Name	Type	Program Area	Phone	Hours	Status
CECE WILLIAMS	Adoptive-Foster Parent		(301)584-8575	030.00	Completed

**PreClass Totals**

# Enrolled: 1

# On Waiting List: 0

**Post Class Totals**

# Attended: 0

# No Shows: 0 # Total contact Hours: 30

**Figure 21**

**Step 11:** Click **Save** to save the status change.

This screenshot is identical to Figure 21, but the status of CECE WILLIAMS is now "Enrolled". A callout box points to the "Save" button at the bottom of the form with the text: "11: Click Save."

**Training Workshop Enrollment**  
 \* Denotes Required Fields \*\* Denotes Half-Mandatory Fields #Denotes AFCARS Fields

**Workshop Information**

# Workshop: [ ] Workshop Title: PRIDE - 001

# Session: [ ] Start Date: 9/1/2005 End Date: 8/1/2006

**Staff\Non-Staff\Adoptive\Foster Parent**

Name	Type	Program Area	Phone	Hours	Status
CECE WILLIAMS	Adoptive-Foster Parent		(301)584-8575	030.00	Enrolled

**PreClass Totals**

# Enrolled: 1

# On Waiting List: 0

**Post Class Totals**

# Attended: 0

# No Shows: 0 # Total contact Hours: 30

**Buttons:** Save Cancel Print

**Figure 22**

## Adding a New Trainer Name to FACES.NET

Trainers may vary for each session; the following steps outline how to add a trainer to FACES.NET which would be accessed through the **Find Trainer** button on the **Details** tab on the **Training Workshop Description** window.

### Steps Include:

**Step 1:** Place cursor over **Admin**, **Training**, and then **Trainer**.

**Step 2:** Click on **Find Person**.

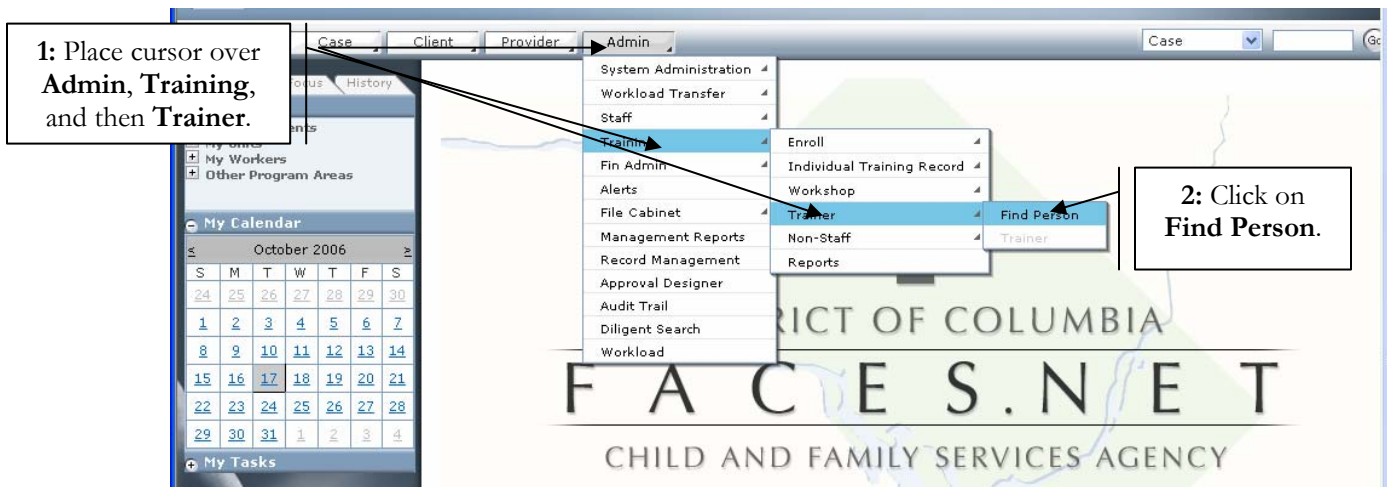


Figure 23

**Step 3:** To begin entering information for **Trainer**, click **New**.

Referral Case Client Provider **Admin** Case [Go]

Admin Training Trainer Find Person Trainer

Organizer Focus History  
In Focus  
User Name: ADMIN TRAINER

### Search Person

\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields † Denotes AFCARS Fields

#### Person/Trainer Search Criteria

☐ Staff ☐ NonStaff ☒ Trainer ☐ Provider

By Name  
First Middle Last

By Supervisor [v]

By Program Area [v]

☐ All Start Date: [v] End Date: [v]

#### Person/Trainer Search Result

Name	Program Area
------	--------------

New Ok Find Clear Cancel

Figure 24

**Step 4:** Type in the **First** name.

**Step 5:** Type in the **Last** name.

Referral Case Client Provider **Admin** Case [Go]

Admin Training Trainer Find Person Trainer

Organizer Focus History  
In Focus  
User Name: ADMIN TRAINER

### Training Trainer Information

\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields † Denotes AFCARS Fields

#### Trainer

Trainer Details

Name  
Prefix First Middle Last Suffix

Trainer ID  
000000006

☐ Inactive

Certifications [v]

Qualified To Teach [v]

Save New Cancel

4: Type in First name.

5: Type in Last name.

Figure 25

**Step 6:** Complete the fields and information on other tabs - **Address**, **Workshops Taught** and **Workshop Scheduled** would auto populate with previously entered information.

**Step 7:** Click **Save**.

The screenshot shows a web application interface for managing training information. At the top, there are tabs for 'Referral', 'Case', 'Client', 'Provider', and 'Admin'. The 'Admin' tab is selected. Below the tabs, there is a navigation bar with 'Admin', 'Training', and 'Trainer' links. The 'Trainer' link is selected. The main content area is titled 'Training Trainer Information'. It has a left sidebar with 'Organizer', 'Focus', and 'History' tabs. The 'Focus' tab is selected, showing 'User Name: ADMIN TRAINER'. The main area has four tabs: 'Trainer', 'Address', 'Workshops Taught', and 'Workshops Scheduled'. The 'Workshops Scheduled' tab is selected. Below the tabs, there is a table titled 'Workshops Scheduled Information' with columns 'Workshop Title', 'Workshop #', 'Date', and 'Session #'. The table is empty. At the bottom, there are 'Save', 'New', and 'Cancel' buttons. A legend at the top of the main area explains field requirements: '\*' Denotes Required Fields, '\*\*' Denotes Half-Mandatory Fields, and '#Denotes AFCARS Fields'.

4: Click **Save**.

Figure 26